



Founded 1876  
Incorporated 1899

# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943 FAX (928) 634-0715

## MINUTES

### REGULAR MEETING OF THE JEROME TOWN COUNCIL JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS TUESDAY, JULY 8, 2014 AT 7:00 P.M.

<b>ITEM #1:</b>	<b>CALL TO ORDER/ROLL CALL</b> Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll.  <i>Mayor Check called the meeting to order at 7:02 p.m.</i>  <i>Town Manager/Clerk Candace Gallagher called roll. Present were Mayor Nikki Check, Vice Mayor Lew Currier and Councilmembers Randall Hunt, Anne Bassett and Bill Phinney.</i>  <i>Other staff in attendance at roll call included Zoning Administrator Rebecca Borowski, Fire Chief Rusty Blair, Finance Director Rebecca Cretti, Head Librarian Kathleen Jarvis, Finance Associate Joni Savage and Deputy Town Clerk Rosemarie Shemaitis.</i>
<b>ITEM #2:</b>	<b>PLEDGE OF ALLEGIANCE</b> Mayor/Chairperson to lead the Pledge.  <i>Mayor Check led the Pledge of Allegiance.</i>
<b>ITEM #3:</b> <b>7:04 pm</b>	<b>STAFF REPORTS</b> Written staff reports by the Town Manager/Clerk, Deputy Town Clerk, Utilities Representative, Public Works Department, Building Inspector, Library, Police Chief and Fire Chief.  <i>Referencing the Town Manager's report, Mayor Check asked about the results of the online auction which ended that day. Ms. Gallagher reported that all of the items sold and brought in about \$1,000 in total, which was more than expected.</i>  <i>Referencing the Fire Chief's report, Vice Mayor Currier asked if the fire department had put a hose shed on Giroux. Chief Blair said that the hose shed referred to in his report is the one on Paradise Lane, and they received permission from the property owner to put it there.</i>  <i>Mr. Currier asked about the illegal helicopter landing. Chief Blair explained that he saw the helicopter coming in and went to investigate. The people were asked to leave, he said, and Freeport-McMoRan was notified that "it wasn't one of ours."</i>  <i>Mayor Check noted that there were two burglaries in town last month and suggested that residents start locking their doors.</i>  <b>Motion:</b> Vice Mayor Currier made a motion to <b>accept the staff reports</b> . It was seconded by Councilmember Bassett and <b>approved by all with 5 ayes, 0 nays and 0 abstentions</b> .
<b>ITEM #4:</b> <b>7:08 pm</b>	<b>FINANCIAL REPORTS</b> Issued checks and Budget to Actual reports for the month of June 2014. Figures included therein are presumed accurate as of the report's preparation date, but are subject to adjustment as further information is gained.  <i>Vice Mayor Currier asked about a payment to the vendor "Purchase Power," and was informed that it was for postage.</i>  <b>Motion:</b> Vice Mayor Currier made a motion to <b>accept the financial reports</b> . It was seconded by Mayor Check and <b>approved by all with 5 ayes, 0 nays and 0 abstentions</b> .

<p><b>ITEM #5:</b> <b>7:09 pm</b></p>	<p><b>PLANNING AND ZONING AND DESIGN REVIEW MINUTES/RECOMMENDATIONS/ZONING ADMINISTRATOR'S REPORT</b></p> <p>Minutes are provided for the information of Council and do not require action.</p> <p><i>Ms. Borowski noted, regarding her staff report, that there had been an additional work session after last month's Planning &amp; Zoning meeting. It was determined to postpone any further discussion or action regarding the definitions of "hotel," "bed and breakfast" and "boarding house" until after the referendum is voted on.</i></p> <p><i>Councilmember Bassett asked about the Historical Preservation conference which Ms. Borowski had attended. Ms. Borowski said that it was great, and added that she is working on a detailed report for Council and the Design Review Board. Her favorite session, she said, was on Commissioner Training for Historic Preservation Officers and she was able to network with a lot of Historic Preservation Officers from around the state.</i></p> <p><i>Ms. Borowski then announced that she will be submitting her resignation as Zoning Administrator, effective July 24, 2014. She thanked Council for the opportunity to work for Jerome. Ms. Borowski said that she will be working for the county but will be available during the transition.</i></p> <p><i>Mayor Check asked if Ms. Borowski could offer some constructive feedback so that we can figure out how to keep our Zoning Administrators longer. Ms. Borowski responded that she would be happy to.</i></p>
<p><b>ITEM #6:</b> <b>7:13 pm</b></p>	<p><b>COUNCIL MEETING MINUTES</b></p> <p>April 15 Special Meeting; June 10 Regular Meeting</p> <p><b>April 15, 2014 meeting</b></p> <p><b>Motion:</b> Vice Mayor Currier made a motion to <b>accept the minutes of April 15, 2014.</b> It was seconded by Mayor Check.</p> <p><i>Councilmember Bassett noted a correction on page 3.</i></p> <p><b>AMENDED Motion:</b> Vice Mayor Currier amended his motion to <b>accept the minutes with a correction.</b> Mayor Check amended her second and called the question. The <b>motion passed with 4 ayes, 0 nays and 1 abstention by Councilmember Hunt.</b></p> <p><b>June 10, 2014 meeting</b></p> <p><b>Motion:</b> Councilmember Bassett made a motion to <b>accept the minutes of June 10, 2014.</b> It was seconded by Vice Mayor Currier. The <b>motion passed with 4 ayes, 0 nays and 1 abstention by Councilmember Phinney.</b></p>
<p><b>ITEM #7:</b> <b>7:15 pm</b></p>	<p><b>PETITIONS FROM THE PUBLIC</b></p> <p>Pursuant to A.R.S. § 38-431.01(H), public comment is permitted on matters not listed on the agenda but the subject matter must be within the jurisdiction of the Council. All comments are subject to reasonable time, place and manner restrictions. All petitioners must fill out a request form with their name and subject matter. When recognized by the chair, please step to the microphone, state your name and please observe the three (3) minute time limit. No petitioners will be recognized without a request. The Council's response to public comments is limited to asking staff to review a matter commented upon, asking that a matter be put on a future agenda, or responding to criticism.</p> <p><i>There were no petitions.</i></p>
<p><b>ITEM #8</b></p>	<p><b>ORDINANCES</b></p>
<p><b>7:16 pm</b></p>	<p><b>ITEM 8A: SECOND READING - ORDINANCE NO. 410, An Ordinance to Amend Sections 104 C., 105 C. And 106 D. of the Town of Jerome Zoning Ordinance to Provide That Chairs and Vice Chairs of the Planning and Zoning Commission and Design Review Board May Only Serve Two Consecutive One-Year Terms AS CHAIR OR VICE CHAIR and to Make Those Sections Gender Neutral, and Amending Section 106 B. Regarding Membership of the Design Review Board.</b></p> <p>Council will conduct the second reading of, and may adopt, Ordinance No. 410. The Planning and Zoning Commission held a public hearing on the ordinance at their June 4, 2014, meeting, and has</p>

	<p>recommended its adoption, with a clarification to the Ordinance title (reflected in underlined upper case above).</p> <p><i>Ms. Gallagher noted that the only change made since the first reading of the Ordinance was to add "as Chair or Vice Chair" in the title.</i></p> <p><b>Motion:</b> Vice Mayor Currier made a motion to <b>adopt Ordinance 410 as written</b>. It was seconded by Councilmember Bassett and <b>approved by all with 5 ayes, 0 nays and 0 abstentions</b>.</p>
<b>ITEM #9</b>	<b>UNFINISHED BUSINESS</b>
<b>7:17 pm</b>	<p><b>ITEM 9A: LIBRARY SUPPORT AGREEMENT AND AGREEMENT FOR TECHNOLOGY SUPPORT SERVICES – YAVAPAI COUNTY FREE LIBRARY DISTRICT</b></p> <p>Council will review and may approve a Library Support Agreement and Agreement for Technology Support Services with the Yavapai County Free Library District for the period July 1, 2014 through June 30, 2015. For 2014-15, the District's contribution to our Library is anticipated to be \$19,356, and the Town's assessment is expected to be between \$2,150 and \$2,366, plus \$1,250 for Tier 2 Technology Support.</p> <p><i>Mayor Check explained that we are past the start date of this agreement, but there was much discussion around this, and Council had to wait to get the extra funding into the budget before approving it.</i></p> <p><i>Ms. Jarvis commented that everything is going forward as planned.</i></p> <p><i>The Mayor explained that Jerome had lost its special status in the library network so it added \$5,600 to our budget. Technological needs could add to that, she said, so there may be a fundraiser this year. She emphasized the importance of our library.</i></p> <p><i>Councilmember Bassett asked if any of the rooms on the first floor [which revenue goes directly to the library budget] have been rented. Ms. Shemaitis replied that she had contacted two local realtors to see if either was interested in becoming a leasing agent for the town. Neither was interested, so she contacted Adobe Realty and is waiting to hear from them.</i></p> <p><b>Motion:</b> Councilmember Bassett made a motion to <b>approve the library support agreement</b>. It was seconded by Vice Mayor Currier and <b>approved by all with 5 ayes, 0 nays and 0 abstentions</b>.</p>
<b>ITEM #10</b>	<b>NEW BUSINESS</b>
<b>7:20 pm</b>	<p><b>ITEM 10A: BILLING SERVICES AGREEMENT – FIRE RECOVERY USA, LLC</b></p> <p>Council will review and may approve an agreement with Fire Recovery USA, LLC, to perform billing and collection services for the Jerome Fire Department with respect to services provided/rendered to non-residents during motor vehicle accidents and other emergency incidents. Fire Recovery will retain 20 percent of the monies collected.</p> <p><i>Chief Blair explained that he would like to utilize this service, which would cover primarily motorcycle incidents, because the Fire Department has had problems recovering funds from those. He will continue to take care of those bills, in-house, that will be easy to recover, such as for structural fires or wildland fires.</i></p> <p><i>Councilmember Hunt asked if there is any guarantee that we would receive 100% of the bill. Chief Blair responded "no," but added that the service has a high success rate and is highly motivated.</i></p> <p><i>Mr. Hunt asked if the Fire Department had done what was noted in section 6, which read, in part, "The Fire Department shall be responsible for initially insuring, and continuing to review, local and state laws in the Fire Department's jurisdiction to assure adequate legal authority for Company to engage in the Services described herein on behalf of the Fire Department." Chief Blair replied that, although he had not read through all sections of the contract, our attorney did review it and was okay with it. He later commented, "I am not a legal genius. That is why we have our lawyers."</i></p> <p><i>Mr. Hunt asked why we could not just present, on an ad hoc basis, any particular bill to a collection agency instead of turning over all billings to them, which, he said, is what the contract requires. Chief Blair reiterated that only the bills he submits to the service will be handled by them.</i></p> <p><i>Ms. Cretti asked if this is a collection agency, and if it follows Arizona collections laws. Chief Blair responded that it is a recovery service that collects from insurance companies and he believes</i></p>

	<p>that it does follow Arizona law – it is the business they are in. He reiterated that our attorney reviewed the contract and had no problems with it except for a few minor corrections.</p> <p>Vice Mayor Currier noted that the contract is ongoing according to their terms. He said that he would like the contract to be reviewed annually for the first year or two, because collection agencies have a bad reputation and, depending on how they treat people, we may not want them representing the town. Chief Blair said that we could make that change.</p> <p>Mayor Check clarified, and Chief Blair confirmed, that if he <u>doesn't</u> want to send bills to them for collection, he doesn't have to, so we are not under any pressure to utilize them as a resource.</p> <p>Councilmember Hunt noted that the contract says that Fire Recovery can cancel if there is not a minimum of six runs. Chief Blair said that there are at least 28 runs per year so he doesn't think that will be an issue.</p> <p>Ms. Cretti asked if there were hidden charges or fees. Chief Blair replied that there are not. They only get reimbursed when they make the collection and if they don't collect, they don't get a fee.</p> <p>Councilmember Phinney noted that, in Article 8 of the agreement, it states that either party can terminate with 30 days notice, so it looks like it is easy to get out of by either party.</p> <p>Vice Mayor Currier asked again if the contract should be reviewed after one year. Mayor Check asked what would Council review. Mr. Currier responded that Council would review to see if there were any complaints. Ms. Gallagher said that she could put it on an agenda in one year.</p> <p>Abe Stewart, a Jerome resident, commented that Section 3.7A on page 2 states that all incidents are billable, not just motorcycle incidents. Chief Blair said that it's billable only if it is presented to them.</p> <p>There was brief further discussion regarding our ability to submit bills to the firm selectively. Ms. Gallagher said that she would check with our attorney to ensure that the contract will allow us to do this, and we will insert new language if necessary.</p> <p>Council indicated that they would like Ms. Cretti to review the agreement also.</p> <p><b>Motion:</b> Councilmember Hunt made a motion to <b>TABLE this agreement until the next regular meeting so that new language can be added and Ms. Cretti can review it.</b> It was seconded by Vice Mayor Currier.</p> <p>Ms. Cretti asked if anyone had Googled the company. Chief Blair replied that he has paperwork on them if she wants to see it.</p> <p>Councilmember Bassett said that she would prefer to make the decision to approve the agreement at this meeting, with the condition that it is cleared up by the attorney. If tabled, she would like to see it addressed sooner than the next regular meeting. Vice Mayor Currier said that this is not time sensitive.</p> <p>Mayor Check called the question and the <b>motion passed with 4 ayes, 1 nay by Councilmember Bassett and 0 abstentions.</b></p> <p>Councilmember Phinney asked Chief Blair if the burn pile was being used again now that the monsoons have begun. Chief Blair responded in the affirmative.</p>
<p><b>7:38 pm</b></p>	<p><b>ITEM 10B: STAFF SCHEDULING AND HOURS</b></p> <p>At the request of Councilmember Randall Hunt, Council will discuss and may provide direction to the Town Manager regarding staff scheduling and hours.</p> <p>Councilmember Hunt explained that he is concerned about an issue that has been developing over the last month regarding staff scheduling. He noted that:</p> <ul style="list-style-type: none"> <li>• He came in to get his election packet notarized on the morning of the last day to file packets for the election. He said that Ms. Gallagher informed him that Ms. Shemaitis was off that day, but she also told him that she would be in later in the afternoon. Ms. Shemaitis did go to his workplace that afternoon, and told him that she was not off at all. "There is a little confusion as to whether Ms. Gallagher knows that [Ms. Shemaitis] is working or not, irrespective of whether she was there or not," he said.</li> <li>• He recently called with a question regarding the newsletter deadline and Ms. Shemaitis was not available to answer it. Ms. Gallagher gave him some information but it turned out to be wrong. Ms. Shemaitis called him later with the correct information.</li> <li>• Several times he has come in or called in the morning and only Ms. Tovrea was there.</li> <li>• The posted hours for Town Hall are Monday through Thursday, from 8:00 a.m. till 5:00 p.m.,</li> </ul>

which is only 9 hours per day<sup>1</sup>.

Councilmember Hunt summarized that, in his experience, "people are not in when they are supposed to be," and he asked Council if there should be a time clock installed for the non-salaried employees.

Ms. Gallagher explained that office staff works on a flexible schedule that is best for them, and as long as the public is served, although she is sorry about his experience, she has no problem with staff's hours – everyone works the hours that are most productive for them. Also, in the case of Ms. Shemaitis, she is an hourly employee, and if she will be staying late for a meeting, she will come in later to avoid overtime. It is not a case of anyone "not being in when they are supposed to be," Ms. Gallagher said. She also noted that she is available 24/7.

Vice Mayor Currier commented that there are rules as to authority. Jerome has a town manager system and the Town Manager runs the staff. He said that it is inappropriate for Council to tell the manager how to direct staff. Councilmember Hunt said that he disagreed. Vice Mayor Currier said that the Attorney General would not disagree and the Town has been cited for that very issue. The Attorney General has stated that it is micromanaging and that we are not to get into that. Mr. Currier said that, even though it may be painful at times, it is inappropriate to usurp the manager's authority.

Mayor Check said that she totally agreed with the Vice Mayor and asked Mr. Hunt if he had attended the newly elected officials training – there is information about that in the training. Mr. Hunt said that he did attend that training.

Councilmember Hunt said that Council has the authority to decide how the town is run. Vice Mayor Currier replied that that is not correct: Council only sets policy for the town – they do not tell the Manager how to do it. If they do not like the way the manager is doing it, then they fire the manager. Mr. Hunt said that he does not want to fire the manager.

Mr. Hunt said that Council has just gone through the budget process, and he is concerned about whether all the monies we are paying for wages are actually being used – he doesn't think that they are. Mr. Currier said that he understands what Mr. Hunt is saying, but he thinks that he is on dangerous ground.

Mayor Check asked if the Town has received any complaints about not being served. Ms. Gallagher said that she does not recall any complaints. Ms. Shemaitis said that, a few years ago, someone had complained because the window was closed for an hour for lunch, but staff adjusted schedules so that someone is always available from 8:00 a.m. till 5:00 p.m.

Mayor Check reminded all that town staff is not Council staff – they are not responsible to Council in their scheduling. If any Councilmember needs time with a staff member, they need to schedule time with that person.

Councilmember Bassett said that it is accurate that Council only sets policy and the Manager determines the day-to-day operations, and that is determined by law.

Ms. Gallagher said that, because she does work for Council, she would like to know how other Councilmembers feel about this. Mayor Check responded that, in her experience, staff has always been available for her as needed, including after 6:00 p.m., on weekends and on days off, so she is happy. Vice Mayor Currier and Councilmember Bassett said that they miss Fridays but not enough to change anything. Councilmember Phinney said that he thinks he understands what Mr. Hunt is getting at: if only one person is in the office, it could appear that nothing is going on – that everyone is having their own time somewhere. He does not think that that is what is going on, he added, but the appearance is there. Ms. Gallagher commented that, even if everyone is in, the front desk clerk is still the only one anyone may see unless someone specifically asks for a staff person.

Mr. Stewart asked if the town hall staff clocks in like the crew, or if it is on the honor system. Ms. Gallagher responded that the crew clocks in because they have set hours. Staff has the ability to do so, and some do, but everyone completes time sheets.

Councilmember Hunt said, "Then it is an honor system." Mayor Check noted that time sheets are submitted to Ms. Gallagher for approval so she is aware of their hours. Ms. Gallagher stated that the Town has "an honorable staff."

Ms. Cretti noted that she tries to have all employees, including salaried people, fill in a time sheet; she wants everyone to justify the hours they are getting paid for. She noted that the Judge is the

<sup>1</sup> Ms. Gallagher clarified that the public hours are until 5:00 p.m., but staff hours are until 6:00 p.m..

	<p>exception because she is a contract employee.</p> <p>Councilmember Bassett opined that she thinks the staff, universally, puts in more time than they get paid for.</p>
	<p><b>ITEM 10C: APPOINTMENT TO BOARD OF ADJUSTMENT</b></p> <p>Council will review applications received to serve as a member of the Board of Adjustment, and may make an appointment to fill the vacancy on that board created by the resignation of Margie Hardie. The appointment would be for the remainder of the unexpired term ending February 28, 2015. At the time of agenda preparation, only one application had been received, from Suzy Mound.</p> <p><i>Ms. Gallagher confirmed that Ms. Mound was still the only applicant. Mayor Check then introduced Ms. Mound.</i></p> <p><i>Ms. Mound explained that she would like to serve because she has been participating on the General Plan Steering Committee, which has broadened her awareness of the needs of the Town and maintaining its historical landmark status. She is more aware of the need for enforcement and would like to participate more and protect the town. Ms. Mound said that she wasn't aware that the appointment would be only until February 2015, but she thinks that will be a nice way to see if she will be a good fit. She said that she is ready to do what she can to protect the town, research the issues that come before the Board, and see that they make an informed decision that is based on our ordinance.</i></p> <p><i>Councilmember Hunt commented that he has been informed that the Board of Adjustment deals with a lot of technical issues. He asked her if she is familiar with the Town Code and ordinances. Ms. Mound replied that she is somewhat familiar, but if her appointment to the Board of Adjustment is approved, she will definitely learn and understand more, as well as network. She said that she wants to ensure that she makes informed decisions. She added that she has a Bachelor's degree in Business Administration and the focus was on working as a team, working as a group, researching your topic, making informed decisions and presenting them. Totally understanding the ordinances and making informed decisions is the most important part, she said.</i></p> <p><i>Councilmember Phinney asked how long the notice of vacancy has been posted. Ms. Borowski replied that it has been at least a month.</i></p> <p><b>Motion:</b> Vice Mayor Currier made a motion to <b>appoint Ms. Mound to the Board of Adjustment for the remainder of the term.</b> It was seconded by Councilmember Hunt and <b>approved by all with 5 ayes, 0 nays and 0 abstentions.</b></p>
7:48 pm	<p><b>ITEM 10D: CONDITIONAL USE PERMIT – BILL AND DENI PHINNEY</b></p> <p>Council will review an application submitted by Bill and Deni Phinney for a Conditional Use Permit (CUP) to operate a Bed and Breakfast (B&amp;B) in the Commercial Zone at 537 School Street, and may approve, conditionally approve, or deny same. The Planning and Zoning Commission, at their June 4, 2014, meeting, recommended approval of the permit subject to the following conditions: (1) Non-transferable; (2) Must obtain inspections and approvals from the fire department and building inspector prior to operation; (3) Permit to be reviewed in one year; (4) On-street parking by guests will constitute a violation of the CUP; and (5) Site plan must be provided.</p> <p><i>Councilmember Phinney recused himself but did not leave Council chambers.</i></p> <p><i>Ms. Borowski explained that Planning and Zoning discussed this application at their June 4 meeting, and recommended its approval by Council. Since that time, she said, the Town Attorney recommended two amendments to the stipulations: (1) Requiring not only inspections but approvals from the fire department and building inspector (which has already been reflected in the agenda language above) and (2) requiring that the Phinneys obtain a Town business license.</i></p> <p><i>Vice Mayor Currier, referencing the site plan, which shows the garden, the house and the garage, asked Ms. Phinney how she would deal with the visitors. Ms. Phinney replied that the ground floor is a separate living space with its own entrance, so that is where they will locate the bed and breakfast.</i></p> <p><i>Ms. Borowski noted that the parking requirement has been met, as there are three parking spaces available.</i></p> <p><b>Motion:</b> Councilmember Bassett made a motion to <b>approve the CUP with the stipulations noted by Planning &amp; Zoning and the Town's attorney.</b> It was seconded by Mayor Check.</p> <p><i>Mayor Check asked if there is a name for the B&amp;B. Ms. Phinney said that they are thinking</i></p>

	<p>that they will continue to use the historic name, which is The Old Rooming House.</p> <p>Mayor Check called the question and the <b>motion passed with 4 ayes, 0 nays and 0 abstentions.</b></p>
7:57 pm	<p><b>ITEM 10E: 2014-15 BUDGET</b></p> <p>Council will review and may approve a tentative budget for the Town of Jerome for the fiscal year ending June 30, 2015. If approved, the public hearing and final adoption of the budget would take place at a special meeting to be held at 7:00 p.m. on July 29, 2014.</p> <p>Ms. Gallagher noted that she had made two minor changes to the budget since the last meeting:</p> <ul style="list-style-type: none"> <li>• The sewer permit fees were increased from \$250 to \$1,000.</li> <li>• The fees for contract services for water and sewer were increased by \$100 per month to accommodate the increase in Henry MacVittie's contract.</li> </ul> <p>Ms. Gallagher added that she also adjusted the CDBG grant in the Grant Fund because our final request for payment did not happen before the end of June as they had hoped.</p> <p>Ms. Gallagher then explained the handouts she had provided. One, she said, is the spreadsheet that Council has been working with, another is the same budget transferred to the form that is required by the State of Arizona, and the third is a sheet explaining and reconciling the differences between the two. In addition, Ms. Gallagher had provided an explanatory memo summarizing the budget as presented, which she also reviewed<sup>2</sup>.</p> <p>Vice Mayor Currier said that he has seen government budgets at this stage that address payroll. The positions are listed by title on a separate schedule, and show the payscale. He said it might not be a bad idea if we did that. Ms. Gallagher responded that there is a similar schedule that is part of the state forms but it is not as detailed. Mr. Currier said that he would like to see a list of salaries of individual employees by title; he agrees that it is sensitive stuff but he thinks that residents would want to know, because it is their money. He thinks it would be a good idea to prepare a schedule like that and make it available.</p> <p>Councilmember Hunt asked Mr. Currier if that would be considered micromanaging, and the Vice Mayor responded that he doesn't think so – it's just a suggestion. Mr. Hunt responded that his earlier comment was also "just a suggestion."</p> <p>Ms. Gallagher commented that, in New Jersey, she prepared an ordinance each year listing job titles and salary ranges, but not specific salaries. She noted that there are certain salaries that the Council sets, such as for the Town Manager/Clerk, the Police Chief and the Fire Chief. It has been considered part of the budget process, but she could prepare a resolution to formally set those salaries if Council wishes. Mayor Check asked Mr. Currier is that is what he is looking for. Mr. Currier responded that he is looking for a public document that would list all salaries by title. Ms. Gallagher said that she would talk to the Town's attorney to ensure that we would not be violating any confidentiality statute. If that is not a problem, she said, she will make that information available for the public.</p> <p>Councilmember Phinney said he wants to make sure that the specific names are kept confidential. Ms. Gallagher said that she will not include names, only titles, and will provide as much as she is able to by law.</p> <p>It was clarified that, until the final budget is adopted, expenditures may be reduced but not increased.</p> <p><b>Motion:</b> Councilmember Bassett made a motion to <b>approve the tentative budget</b>. It was seconded by Vice Mayor Currier and <b>approved by all with 5 ayes, 0 nays and 0 abstentions.</b></p> <p>Ms. Gallagher said that she would post and advertise the final adoption of the budget for the July 29 meeting.</p>
8:10 pm	<p><b>ITEM 10F: LIAISON WITH YAVAPAI COLLEGE</b></p> <p>Vice Mayor Currier will present to Council a proposal by Yavapai College for the formation of a formal advisory committee made up of representatives from each Verde Valley municipality and Yavapai County.</p> <p>Mayor Check recused herself and left the room.</p>

<sup>2</sup> Ms. Gallagher's memo is included at the end of these minutes.

	<p>Vice Mayor Currier said that he had provided a cover letter explaining that he had taken this on at the request of the Mayor because she is involved on both sides. He explained the history leading up to the formation of the advisory committee.</p> <p>Mr. Currier reminded all that, several months ago, representatives from Yavapai College had given a presentation to Council and there was concern about the college budget. They felt that the college had passed a budget that put most of its resources in Prescott. Mayor Adams from Sedona decided that it would be a good idea to form an advisory committee with representatives from Sedona, Clarkdale, Jerome, Camp Verde, Cottonwood and the Board of Supervisors, as well as some civilians. They would get together and advise the board of directors at the college as to their budgetary actions.</p> <p>Mr. Currier said that not all the towns were in agreement about this and the Board of Supervisors didn't know anything about it. At this point, he said, there is no agreement on anything and nobody knows what's going on. Mr. Currier said that he doesn't see how this committee would have any authority at all to tell the college how to spend its money, and could not make any useful contribution. He added that the college now knows that many are unhappy with their budget.</p> <p>Mr. Currier recommended that, for now, he should just continue to keep an eye on what is happening, and bring information to Council as needed.</p> <p>Councilmember Hunt said that he didn't see anything in the materials provided that implied that the committee would be directly involved with the budget. Mr. Currier responded that an advisory committee would not just be involved in giving advice on the budget, it would also be advising regarding other items, such as the curriculum and staffing. The budget issue is important to Camp Verde and Sedona, he said, because some of the college resources in those towns have been closed, which is an economic problem for them. Clarkdale does not want to be involved because they do not believe it is their bailiwick, and the Vice Mayor said that he agrees with that. Mr. Hunt agreed also.</p> <p>Mr. Currier said that he wants to see the college flourish but he is not prepared to tell them how to do it.</p> <p>Councilmember Phinney said that it appears, based on the letter from the college, that it is either "all or nothing" – either all the municipalities are involved or none are.</p> <p>Vice Mayor Currier said that County Supervisor Chip Davis had commented that the committee should be made up of volunteers, not appointees from the different Councils.</p> <p>Mr. Phinney thanked the Vice Mayor for his report.</p>
<p><b>ITEM #11</b> <b>8:22 pm</b></p>	<p><b>TO AND FROM THE COUNCIL</b></p> <p>Council may direct Staff as to items of pending importance that they would like placed on a future meeting agenda.</p> <p>Mayor Check returned to the Council chambers and took her seat on the dais.</p> <p>Councilmember Bassett said that she would like Council to discuss a dark sky ordinance, water and sewer billing, and drought restrictions. She also commented that our Code restricts how long delivery vehicles can idle at a loading zone, but we cannot enforce that until there is signage in place to that effect, so she would like that on a future agenda.</p> <p>Mayor Check said that, regarding the recent rental issues, she would like to define the duties of a properties manager and the duties of the Deputy Clerk related to that. She would also like to discuss dealing with contract issues outside of Council. She would like to formalize those duties and assign them to whomever would be appropriate. The Mayor added that she would also like to continue the discussion about annexation and shared sewer lines.</p> <p>Ms. Gallagher said, regarding annexation, that we are waiting to hear from UVX/Rob Pecharich about coming before Council.</p> <p>With reference to the shared sewer lines, Ms. Gallagher said that we had planned for the town crew to have assistance in mapping our lines from former employee Wally Coates, who has considerable knowledge of the system. However, it now appears that Mr. Coates will not be available to assist us. Mayor Check suggested that Gregg Gardeman may be able to help. Ms. Gallagher said that she would look into that.</p> <p>Councilmember Phinney commented that we experienced many drainage issues during the recent deluge. He said that, if we could create better drainage on Hampshire Avenue it would</p>



	<p>help with a lot of the problems in that area. Ms. Gallagher agreed, and said that our engineers would be looking at that area in doing their drainage study.</p> <p>Mr. Phinney said that School Street also has drainage problems. He said that the drains are mostly clear but there is a lot of mud. Ms. Gallagher said that we are working on getting a vactor truck to clean out several storm drains that were impacted by the recent storm.</p> <p>Mayor Check asked when the drainage study will be complete. Ms. Gallagher replied that there is no deadline for the study.</p> <p>Ms. Jarvis thanked Council for their unanimous vote to continue supporting the library. She also said that the county is her only choice right now, but for the next 12 months, she will be giving them a hard look to see if we will continue with them.</p>
<b>ITEM #12</b>	<b>ADJOURNMENT</b>  <p>Upon motion by Councilmember Bassett seconded by Mayor Check and unanimously approved, the meeting was adjourned at 8:28 p.m.</p>

*Edited by Town Manager/Clerk Candace Gallagher from minutes taken and transcribed by Deputy Town Clerk Rosemarie Shemaitis.*

APPROVE:

ATTEST:

\_\_\_\_\_  
Nikki Check, Mayor

\_\_\_\_\_  
Candace B. Gallagher, CMC, Town Manager/Clerk

Date: \_\_\_\_\_